



CITY OF HOUSTON

Job Posting

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Applications accepted from:

ALL PERSONS INTERESTED

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Job Classification

REGULATORY INVESTIGATOR

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Posting Number

PN# 109728

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Department

Houston Airport System

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Division

Public Safety & Technology

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Section

IAH Airport Security

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Reporting Location

2800 North Terminal Road

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Workdays & Hours

Shift work, including rotation, weekends, and holidays\*

\*Subject to change

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DESCRIPTION OF DUTIES/ ESSENTIAL FUNCTIONS

Monitors and inspects tenant, concessionaire and other contractor activities relative to commercial Ground Transportation vehicles on a daily basis, ensuring full compliance with City Ordinances, AVI, contract terms and Airport Operating Instructions. Ensures all customer service goals are being met including the needs of the traveling public, airlines, concessionaires and other contractors. Issues citations and warnings for non-compliance of City Ordinances regulating commercial vehicles according to the Airport Operating procedures. Maintains inspections checklist, daily activity log, and electronic incident reports. Uses 2-way radios. Prepares testimony and evidence and attends court appointments/hearings. Performs other duties as assigned.

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WORKING CONDITIONS

Performing these duties will involve; driving city vehicles; physical exertions such as lifting up to twenty (20) pounds, deep bending, assuming awkward positions, climbing steps, walking and/or standing for extended periods, adjusting to repetitive activities, recognizing sound, tone, and pitch. Working during extreme levels of heat, cold, moisture, and/or varied environmental noise, fumes, and odor; making visual observations, speaking and writing effectively, and dealing with people in tense situations; wearing City issued uniforms. Must be willing and available to work all shifts, including rotation, weekends, and holiday. Must be able to obtain and maintain security clearances.

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MINIMUM EDUCATIONAL REQUIREMENTS

Basic knowledge of grammar, spelling, punctuation and simple mathematical functions like percentages, ratios, etc. as might normally be acquired through attainment of a high school diploma or a GED. May require a valid Class C Texas driver's license and compliance with the City of Houston's policy on driving.

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MINIMUM EXPERIENCE REQUIREMENTS

Six (6) months of experience in document research, investigations, or a related are required.

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MINIMUM LICENSE REQUIREMENTS

Valid Class C Texas driver's license and compliance with City's policy on driving (AP 2-2).

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PREFERENCES

Experience working in a highly stressful environment helpful. Some knowledge related to Ground Transportation activities helpful. Ability to communicate diplomatically and effectively, often in tense situations, with internal and external customers. Working knowledge of Personal Computers, Windows, and MS Word and Excel.

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SELECTION/SKILLS TEST REQUIRED

Application review and/or interview.

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SAFETY IMPACT POSITION

☒ Yes

☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

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SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

Salary Range - Pay Grade 11

\$903.00 – \$1,051.00 Biweekly

\$23,478.00 - \$27,326.00 Annually

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OPENING DATE

APRIL 5, 2005

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CLOSING DATE

APRIL 11, 2005

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APPLICATION PROCEDURES

Only original applications, resumes and online submissions are accepted for Houston Airport System jobs, and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1<sup>st</sup> floor or for advanced consideration submitted online at:

http://agency.governmentjobs.com/houstonair/default.cfm

Our TDD (Telephone Device for the Deaf) phone number is 713.837.9471. Candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.  
"If you need special services or accommodation, please call 281.233.1515." The Houston Airport System Human Resources TDD phone number is 281.233.1862.

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